

SECTION 7

SAFEGUARDING

The child's welfare is paramount. [children's Act 1989]. This policy compliments the West Yorkshire Consortium Inter Agency Safeguarding Procedures and does not replace them. <http://westyorkscb.proceduresonline.com. Pomfret Woodland Community Nursery is committed to safeguarding and promoting the wellbeing of children and young people. The nursery also takes due regard of the Local Safeguarding Partnership's policies and procedures and refers to this for advice and support. www.wakefieldscp.org.uk

Pomfret Woodland Community Nursery and all of its employees have a responsibility to create and maintain a culture that will help deter, prevent and detect inappropriate or abusive behaviour. These responsibilities include:

- ensuring effective policies and procedures are in place.
- following the regulations as set out in the Independent Safeguarding Authority's vetting and barring scheme.
- setting acceptable standards of behaviour.
- taking concerns seriously.
- increasing awareness/commitment to safeguarding.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be read alongside the nursery's other policies and procedures including:

- Safe recruitment of staff
- Disciplinary
- Grievance
- Promoting positive behaviour
- Staff conduct.
- Caring for babies and toddlers
- Intimate care Policy
- Suitability of staff
- Supervision of children and visitors
- Security Policy
- Whistleblowing

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

(Definition taken from the HM Government document 'Working together to safeguard children 2023).

Child Protection – our promise to parents and carers

Pomfret Woodland Community Nursery believes that all children without exception have the right to be protected from abuse regardless of gender, ethnicity, ability, sexuality, or beliefs.

This policy applies to all staff, Directors, students, and volunteers and all are required to read, understand and work towards it. All staff in nursery have regular training on safeguarding and child protection. Staff are aware of the statutory duties with regards to safeguarding as detailed in the **Early Years Foundation Stage [EYFS]**. Staff also have access to a range of documents and polices as

listed in the appendixes to support them to ensure all children are kept safe from harm. Staff are updated when the policy is updated and changes made, this maybe via email or as the policy of the month to read.

This policy also applies to all of our visitors on site.

Nursery will also ensure that we listen to any parent/carer concerns regarding safeguarding and will ensure they have access to the complaints policy if needed.

Legal framework and definition of safeguarding

- Children Act 1989 and 2004
- Childcare Act 2006 (amended 2018)
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2024
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2024
- Data Protection Act 2018
- What to do if you're worried a child is being abused 2015
- Counterterrorism and Security Act 2015.
- Inspecting Safeguarding in Early years, Education and Skills settings 2022
- Prevent Duty 2015
- Domestic Abuse Act 2021
- Multi-agency continuum of need 2024 [paper copy in SG file] -contains details for Early help hubs.
  All these documents are stored in electronic format on the nursery L drive.

How we ensure children are kept safe in nursery

The nursery has a robust recruitment and induction process in place, and all staff undergo a Disclosure and Baring Service [DBS] check upon selection and this is renewed as required. The DBS check is in place before staff start the position, staff are encouraged to join the updates service and where this is in place this is checked periodically. Informing applicants for posts within the nursery that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
Abiding by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so. Ensuring we receive at least two satisfactory written references BEFORE a new member of staff commences employment, with us.

We will obtain a reference for any member of staff (including students and volunteers) before they are recruited. We will:
• Not accept open references e.g. to whom it may concern.
• Not rely on applicants to obtain their reference.
• Ensure any references are from the applicant's current employer, training provider or education setting and have been completed by a senior person with appropriate authority.
• Not accept references from a family member.

• Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed.
• Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then ensure a reference is from their current employer, training provider or education setting.
• Ensure electronic references originate from a legitimate source.
• Contact referees to clarify content where information is vague or insufficient information is provided.
• Compare the information on the application form with that in the reference and take up any discrepancies with the applicant.
• Establish the reason for the applicant leaving their current or most recent post, and ensure any concerns are resolved satisfactorily before appointment is confirmed.

All new staff have an induction of 6 months period and follow an induction process to ensure that they can maintain our high standards of care through monthly probationary supervisions. We make sure that all new staff have read and understood our safeguarding policy, completed relevant training and understand our reporting and recording process during their probation period. Staff are also made aware of where to find relevant information and where to seek advice.

All staff attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery. During induction staff will be given contact details for the local authority children's social care team's, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so. Staff have access to Noodle online training which covers a wide variety of safeguarding related course. Staff must renew certain course such as prevent, FGM annually, and these are all recorded in the training file. DSL are to keep safer recruitment training up to date and to renew every 2 years or when changes have been made Admin team keep management up to date on training course that are due for renewal.

Ongoing suitability of staff is monitored through:

- regular supervisions
- probationary supervisions
- peer observations (Found in planning files)
- management observations (Found in planning files)
- annual declaration of staff suitability (Completed during induction, every September and 3 monthly through supervisions)
- regular review of DBS using the online update service, where staff are registered.

Giving staff members, volunteers and students regular opportunities during supervisions and having regular opportunities to declare changes that may affect their suitability to care for the children through completing a suitability not just yearly by signing to say there has been no chances to their circumstances. This includes information about their health, medication or about changes in their home life which may affect their suitability to work with children. Abiding by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 (amended 2018) in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise

have led to dismissal for reasons of child protection concern will be reported to the Disclosure and Barring Services (DBS).

The nursery encourages students and volunteers to gain experience within nursery, but the safety of the child remains paramount. All students over 16 and volunteers will have undergone a DBS check either carried out by the nursery or training provider. The nursery has procedures in place to ensure that students and volunteers are adequately supervised and have completed an induction process. These can be found in our student and work experience folder. Volunteers, including students, do not carry out any intimate care routines and are never left to work unsupervised with children. The nursery recognises that 16- and 17-year-olds are children too and as such they will also be safeguarded.

The nursery has a security policy and visitor procedures in place to ensure the safety of the children in our care. All visitor's ID will be checked and any professionals who regularly attend the setting are required to provide evidence of a DBS check, which is recorded on the single central register. All visitors are required to sign in the visitor's book on arrival and not left unsupervised within nursery. All visitors are asked to ensure their mobile phones are left in the office and must not be taken into the nursery. The security procedures in place ensure that all persons collecting children are known to nursery, and a password system is in operation. The building security features ensure that no unauthorised persons can gain access inside nursery. However, in the case of absent parents or carers we cannot refuse them should they demand to collect their child without a court order to state this. We would however aim to delay collection whist we contact the parent who has the contract with us. Where they are concerns whatsoever for the welfare of the child, SCD will be telephoned without delay for advice.

Staying vigilant to safeguard the whole nursery environment and be aware of potential dangers on the nursery boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times.

Ensuring that staff are aware not to contact parents/carers and children through social media on their own personal social media accounts and they will report any such incidents to the management team to deal with.
Ensuring that all staff have access to, and comply with, the whistleblowing policy, which provides information on how they can share any concerns that may arise about their colleagues in an appropriate manner. We encourage a culture of openness and transparency, and all concerns are taken seriously.

Ensuring all staff are aware of the signs to look for of inappropriate staff behaviour, this may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately.

Ensuring all staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training, safeguarding concerns and any needs for further support or training.

Having peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly identified. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Concerns are raised with the designated lead and dealt with in an appropriate and timely manner.
Ensuring the deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the ***nursery manager/*Directors/DSL/*registered person** at the earliest opportunity.

There are three main elements to the safeguarding policy:

Prevention – we aim to create a whole setting approach to safeguarding, a positive atmosphere and ensure that the curriculum we provide for children supports them to keep themselves safe. We aim to offer support to parents and children and raise their awareness of safeguarding.

Protection – we follow the agreed procedures and ensuring that recruitment and selection of staff is thorough and appropriate. We ensure that staff are trained and supported to respond appropriately and sensitively to safeguarding concerns.

Support – We ensure effective supervision and management of staff, and support staff, children and parents in the situations of abuse.

- Ensure that the nursery environment welcomes the contributions of parents/carers and establishes open and effective working relationships and partnerships.
- Ensure that every effort will be made to establish and maintain effective working relationships with other agencies and professionals. We are committed to working in partnership.

Policy intention

To safeguard children and promote their welfare we will:

- Create an environment to encourage children to develop a positive self-image.
- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct.
- Provide every child with a key person, which provides the child with the opportunity to build a relationship with a particular adult and the key person will have responsibility for the child's well-being. The key person along with other staff in nursery will provide the parents with opportunities to express any concerns or difficulties.
- Ensure all staff are able to identify the signs and indicators of abuse, including the less obvious signs of abuse, and know what action to take.
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development.
- Provide a safe and secure environment for all children.
- Promote tolerance and acceptance of different beliefs, cultures and communities.
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling.
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need.
- We promote professional curiosity as part of our culture to ensure children feel safe [information can be found at www.wakefieldscp.org.uk]

- Ensure that the nursery environment welcomes the contributions of parents/carers and establishes open and effective working relationships and partnerships.
- Work in partnership with other agencies and share information as and when needed to safeguard children.
- Keep the child at the centre of all our decisions.

The nursery staff are aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our practitioners have a duty to protect and promote the welfare of children. Staff working on the frontline with children and families are often the first people to identify a concern, observe changes in a child's behaviour or receive information relating to indicators of abuse. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse. Identifying parent/carer behaviours which may pose a risk to the child is also a priority. All staff are trained to understand the toxic trio.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for Children's Social Care, family support, health professionals including health visitors or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The nursery will:

- Keep the child at the centre of all we do, providing sensitive interactions that develop and builds children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Ensure staff are trained right from induction to understand the safeguarding and child protection policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children (peer on peer) through bullying or discriminatory behaviour.
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families, including the impact of toxic trio on children and Adverse Childhood Experiences (ACE's).
- Ensure that all staff feel confident and supported to act in the best interest of the child; maintaining professional curiosity around welfare of children and share information with the DSL and seek the help that the child may need at the earliest opportunity.
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the **WSCP http://www.wakefieldscp.org.uk/ Telephone 03458503503**
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- Keep the setting safe online, we refer to 'Safeguarding children and protecting professionals in early years settings: online safety considerations and use appropriate filters, checks and safeguards, monitoring access at all times and maintaining safeguards around the use of technology by staff, parents and visitors in the setting.
- Ensure that staff identify, minimise and manage risks while caring for children.

- Identify changes in staff behaviour and act on these.
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities including the local authority.
- Ensure parents/carers are fully aware of our safeguarding and child protection policies and procedures, and information sharing procedures when they register with the nursery and are kept informed of all updates when they occur.
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by **WSCP http://www.wakefieldscp.org.uk/**

Types of abuse and particular procedures followed.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them. This could be an adult or adults, another child or children.

What to do if you're worried a child is being abused, advice for practitioners (2015)* and *Working Together to Safeguard Children (2023)

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree. The multi-Agency neglect toolkit is used in our setting to identify neglect.

Possible Indicators of child abuse

- Failure to thrive and meet developmental milestones.
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Less obvious of abuse as defined by National Institute for Health and Care Excellence (NICE) include:
Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking

- Over-friendliness to strangers including healthcare professionals.
- Excessive clinginess, persistently resorting to gaining attention.
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval.
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed.
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions.
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Physical abuse – this is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, scalding, burning, poisoning, throwing, suffocating or anything else that causes physical harm to a child. Babies and children have a higher risk of suffering physical abuse. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is fabricated or induced illness or FII. Physical abuse can happen in any family, but children may be at more risk if their parents have problems with drugs, alcohol and mental health or they live in a home where domestic abuse happens. All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries, then we will report our concerns.

Fabricated illness- [perplexing presentation] Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments. Fabricated illness is a form of physical abuse, and any concerns will be reported, in line with our safeguarding procedures.

Emotional abuse – Working Together to Safeguard Children (2018) defines emotional abuse as 'the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development'. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Signs and indicators may include:

- Physical, mental, and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation) [note this could also be self-harm/ mental health or autism]

- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

Action will be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection. Children may also experience emotional abuse through witnessing domestic abuse and alcohol and drug misuse by adults caring for them. In England, The Domestic Abuse Act 2021 recognises in law, for the first time, that children are victims if they see, hear or otherwise experience the effects of domestic abuse.

Sexual abuse- Sexual abuse involves forcing, or enticing, a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males do not solely perpetrate sexual abuse; women can also commit acts of sexual abuse, as can other children.

Action must be taken if a staff member witnesses an occasion(s) where a child indicates sexual activity through words, play, drawing, has an excessive preoccupation with sexual matters; or has an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls/toys or in the role-play area with their peers; drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

If a child is being sexually abused staff may observe both emotional and physical symptoms.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy.
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys.
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate.
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language.

Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

Any concerns about a child or family will be reported to the children’s social care team.

Neglect- Working Together to Safeguard Children (2023) defines Neglect as 'the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development'. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
b. Protect a child from physical and emotional harm or danger.
c. Ensure adequate supervision (including the use of inadequate caregivers)
d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Action will be taken if the staff member has reason to believe that there has been any type of neglect of a child.

It is recognised that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse, and staff will need to be particularly sensitive to signs of abuse. It must also be recognised that in a home environment where there is domestic violence, drug or alcohol abuse or where a parent or carer is experiencing mental illness or has a learning disability, children may be more vulnerable, and families may need additional support or protection.

We use the Neglect tool kit for guidance and support, copies can be found in the safeguarding file and at https://hub.wakefieldscp.org.uk/neglect-toolkit/

Peer-on-peer abuse -We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way we do for adults abusing children and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Female genital mutilation (FGM) -FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (**definition taken from the Multi-Agency Statutory Guidance on Female Genital Mutilation).**

The procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community.

FGM is child abuse and is illegal in the UK. It is extremely dangerous and can cause:
• Severe pain
• Shock
• Bleeding
• Infection such at tetanus, HIV and hepatitis B and C
• Organ damage
• Blood loss and infections
• Death in some cases

Any concerns about a child or family, will be reported to the children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

Breast ironing/flattening - Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction, and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

Any concerns about a child or family will be reported to the children's social care team in the same way as other types of physical abuse.

Child sexual exploitation (CSE) - ***Keeping Children Safe in Education (2024)*** describes CSE as: where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year-olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

Signs and indicators may include:

- Physical injuries such as bruising or bleeding.
- Having money or gifts they are unable to explain.
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women.
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)

- Using sexual language that you wouldn't expect them to know.
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer.
- Nightmares or sleeping problems.
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

Child Criminal Exploitation (CCE)
CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people are involved in exploitation.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

If staff have any concerns regarding CSE or CCE, they will be reported following our safeguarding reporting procedures, which includes seeking additional advice/support.

County Lines- The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment.

Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and indicators to be aware of include:

- Changes in the way young people you might know dress.
- Unexplained, sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.)
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else.

- May be carrying a weapon.
- Receiving more texts or calls than usual.
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults.
- Young people seeming unfamiliar with your community or where they are.
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries
- Gang association or isolation from peers or social networks.

Cuckooing- is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered, or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home. If we recognise any of these signs, we will report our concerns as per our reporting process.

If staff have any concerns regarding county lines/cuckooing, they will follow our safeguarding reporting procedures.

Contextual safeguarding- As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures, we will work in partnership with parents/carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Domestic abuse- The UK's cross-government definition of domestic abuse is:
"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.
The Domestic Abuse Act 2021 defines Domestic Abuse as:

Behaviour of a person (A) towards another person (B) is "domestic abuse" if:

- They A and B are each aged 16 or over and are personally connected to each other.
- The behaviour is abusive.

Behaviour is "abusive" if it consists of any of the following:

- Physical or sexual abuse
- Violent or threatening behaviour
- Controlling or coercive behaviour
- Economic abuse
- Psychological, emotional or other abuse

and it does not matter whether the behaviour consists of a single incident or a course of conduct. "Economic abuse" means any behaviour that has a substantial adverse effect on B's ability to:

(a) Acquire, use or maintain money or other property, or

(b) Obtain goods or services.

Domestic abuse can happen to anyone regardless of gender, age, social background, religion, sexuality or ethnicity, and domestic abuse can happen at any stage in a relationship.
We aim to develop staff knowledge of recognising the signs and symptoms of domestic abuse. These signs may include:

- Changes in behaviour: for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed etc.
- Visible bruising or single, or repeated, injury with unlikely explanations
- Change in the manner of dress: for example, clothes that do not suit the climate which may be used to hide injuries.
- Partner or ex-partner stalking employee/parent in or around the workplace; this may include excessive phone calls or messages.
- Partner or ex-partner exerting an unusual amount of control or demands over work schedule.
- Frequent lateness or absence from work.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.
In England, The Domestic Abuse Act 2021 recognises in law, for the first time, that children are victims if they see, hear or otherwise experience the effects of domestic abuse.

Signs that children may have witnessed domestic abuse include:

- Anxiety
- Regressive behaviours
- Constant or regular sickness, such as colds or headaches
- Difficulties with concentration
- Emotional and behavioural difficulties
- Withdrawal
- Low self-esteem.

We will raise awareness of domestic abuse within our setting by:

- Ensuring all staff can identify the signs and symptoms of domestic abuse and know how to report concerns.
- Sharing information with external organisations that can offer support with incidents of domestic abuse. The information will be displayed in visible spaces within the setting.
- Providing all stakeholders with the telephone number for the free 24-hour National Domestic Abuse Helpline (0808 2000 247)
- Sharing our domestic abuse policy and Child Protection and Safeguarding policies with all stakeholders.

If we are concerned that domestic abuse is happening within a home and a child is at risk, we will follow our safeguarding policies' reporting procedures.

Where incidents of domestic abuse are shared by an employee or parent/carer, we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

Honour based Violence -) can be described as 'a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour'; such as being held against their will, sexual or psychological abuse, threats of violence, assault or forced marriage.

Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no honour or justification for abusing the human rights of others.

We aim to develop staff knowledge of recognising the signs and symptoms of HBA. These signs may include:

- Changes in how they dress or act, they may stop wearing 'western' clothing or make-up.
- Visible injuries, or repeated injury, with unlikely explanations.
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.

We will raise awareness of domestic abuse within our setting by:

- Sharing information with external organisations that can offer support with incidents of HBA. The information will be displayed in visible spaces within the setting.
- Sharing our HBA, child protection and safeguarding policies with all stakeholders.

Where incidents of HBA are shared by an employee or parent/carer, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

Forced Marriage -We are aware arranged marriages are part of some cultural practices. We also recognise there is a clear distinction between a marriage in which both parties are willing and able to give an informed consent to, and a marriage which is forced. Forced marriage is a criminal offence.

A forced marriage is a marriage in which one or both spouses do not and/or cannot consent to the marriage and duress is involved. If we become aware of a forced marriage occurring, then we will report it to the appropriate body. If the person is under the age of 18 then we will report it to the children's social care team as this is a child protection issue. We will follow our safeguarding reporting procedure.

If we believe a person is in imminent danger of being forced into a marriage, we may contact the Police and the Governments Forced Marriage Unit (FMU) on 020 7008 0151.

Extremism – the Prevent Duty - Under the **Counterterrorism and Security Act 2015** we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have "due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support).
Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It's a gradual process so young people who are affected may not realise what's happening.
Radicalisation is a form of harm. The process may involve:
• Being groomed online or in person
• Exploitation, including sexual exploitation

• Psychological manipulation
• Exposure to violent material and other inappropriate information
• The risk of physical harm or death through extremist acts

All staff are to undertake online training on the prevent duty and be aware of their duties with regard to the prevent duty.

Any concerns should be recorded on a safeguarding concern form and the DSL be made aware. Further monitoring will be required, and advice sought, and the relevant authorities informed. This will include the **designated police officer for prevent and the LADO**. Under the Counterterrorism and Security Act 2015 we have a duty to refer any concerns of extremism to the police

Wakefield council prevent lead – 01924 306645/01924 306776 – communitysafety@wakefield.gov.uk

CTU prevent lead – 07789 753634/ 07590 357469

National helpline 02073407264

Working Together to Safeguard Children (2023) defines extremism. It states *"Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.*

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist".

This may be a cause for concern relating to a change in behaviour of a child, family member or adult working with the children in the setting, comments causing concern or actions that lead staff to be worried about the safety of a child in their care.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act, and document all concerns when reporting further.

The NSPCC states that signs of radicalisation may be:

- isolating themselves from family and friends
- talking as if from a scripted speech
- unwillingness or inability to discuss their views.
- a sudden disrespectful attitude towards others
- increased levels of anger
- increased secretiveness, especially around internet use.

We will tackle radicalisation by:

- Training all staff to understand what is meant by the Prevent Duty and radicalisation
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures.

- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate.

- Ensure our nursery is an inclusive environment, tackle inequalities and negative points of view and teach children about tolerance through British Values
- Using the Government document Prevent Duty Guidance for England and Wales[1]

Adult sexual exploitation - As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

Up skirting-Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence, and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)- Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:
Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)

- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies.
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Human trafficking - The Modern Slavery Act, received Royal Assent on 26 March 2015. The act consolidates slavery and trafficking offenses and introduces tougher penalties and sentencing rules. Child trafficking and modern slavery is becoming a more frequent form of child abuse. Children are recruited, moved, transported, and then exploited, forced to work or are sold on.
Modern slavery is a term that covers:

- Slavery
- Servitude and forced or compulsory labour.
- Human trafficking.

Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual, and emotional abuse. This policy should be used alongside the following policies to ensure all children, staff, parents, and visitors are fully safeguarded:

- Safeguarding and child protection
- Whistleblowing
- Equality and inclusion

For an adult or child to have been a victim of human trafficking there must have been:

- *Action* (e.g. recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation)

- *Means* (threat or use of force, coercion, abduction, abuse of power or vulnerability) There does not need to be "means" for children as they are not able to give informed consent.
- *Purpose* (e.g. sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs).

When a concern is raised about slavery or trafficking then we will follow our safeguarding procedure. If the child (or adult) is at risk of immediate harm then the police will be called, otherwise the local authority will be contacted, and the referral process will be followed as per the safeguarding procedure.

Online Safety- We take the safety of our children very seriously and this includes their online safety. Please refer to the Online Safety policy for further details.

Providers may find it helpful to read 'Safeguarding children and protecting professionals in early years settings: online safety considerations'.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

Modern day slavery helpline – 08000 121700 www.nationalcrimeagency.gov.uk

Definition of significant harm and child in need

Under the Children's Act 1989 a child is considered to be in need if their health or development will be impaired without the provision of services. Such services can be provided by Children's Social Care but often services can be provided by a range of agencies working together to identify and meet a child's needs.

Significant harm is the threshold which determines the need for statutory intervention in a child's life by Children's Social Care. The Local Authority has a duty to make enquires to inform future plans where it believes a child is suffering or is likely to suffer from significant harm. This is under section 47 of the Children's Act and are known as section 47 enquires. All agencies have a duty to share information about the child with Children's Social Care when such enquires are being made. To determine whether or not harm is significant is difficult to assess but would include such things as the severity, frequency and duration of harm and the impact this is likely to have on the child's health and development.

Reporting Procedures

All staff have a responsibility to report safeguarding/child protection concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding lead (DSL) as soon as possible.

- Staff will report their concerns to the DSL's **Amanda Barrett, Nicola Barker and Lindsay Brooks.**
- Any signs of marks/injuries to a child or information a child have given will be recorded on CPOMS and stored securely
- For children who arrive at nursery with an existing injury, a form will be completed along with the parent's/carer's explanation as to how the injury happened. Staff will have professional curiosity around any explanations given, any concerns around existing injuries will be reported.
- If the injury is noticed by staff after the parent has left, then they should be contacted by phone to discuss this injury. Staff should record the details and the parents should complete

the form on their return to nursery. Staff should record any details the child discloses, and an accurate description of the injury should be recorded including completion of the body map.

- The form should then be shown to the room leader of the area the child is based in, so they are aware. It should then be taken to the office and the DSL will sign and log this form into the child's file. If this triggers a red flag alert, then procedures with regard to a concern about a child should be followed.
- If appropriate, any concerns/or incidents will be discussed with the parent/carer and discussions will be recorded. Parents will have access to these records on request in line with GDPR and data protection guidelines.
- If a child is on a plan, to reach out to the social worker and make her aware of any concerns that may arise.
- If there are queries/concerns regarding the injury/information given, then the following procedures will take place:

The designated safeguarding lead will:

- Contact the Local Authority children's social care team **0345 8503503** [Integrated Front Door] to report concerns and seek advice immediately, or as soon as it is practical to do so. If it is believed a child is in immediate danger, we will contact the police. If the safeguarding concern relates to an allegation against an adult working or volunteering with children, then the DSL will follow the reporting allegations procedure (see below)
- If you give details over the phone you will need to complete and send an inter-agency referral forms within 48hrs.[MARF referral] These templates are stored on our system or can be downloaded off the WDSCP
- Do not delay in making a referral even if you do not have all the information available. If the concerns indicate the child may be in immediate danger, then contact the **Police on 999**
- Record the information and action taken relating to the concern raised.
- Speak to the parents/carers (unless advised not do so by LA children's social care team)
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in **Working Together to Safeguarding Children (2018).** We will never assume that action has been taken.
- The Early Help hub can be contacted for advice and support [see section within the policy for details] Our local hub is 01977 722644
- Make sure all is recorded on CPOMS and if an incident form needs to be filled out to do so.

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the DSL or deputy DSL they should call the Local Authority children's social care team, the Police or the NSPCC and report their concerns anonymously.

These contact numbers are displayed **within this policy and in the office.**

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse, they may be experiencing, then staff will:

- Give full attention to the child or young person.
- Keep body language open and encouraging.
- Be compassionate, be understanding and reassure them their feelings are important using phrases such as 'you've shown such courage today.'
- Take time and slow down: show respect, pause and will not interrupt the child – let them go at their own pace.

- Recognise and respond to their body language.
- Show understanding and reflect back.
- Make it clear you are interested in what the child is telling you .
- Reflect back what they have said to check your understanding – and use their language to show it's their experience.
- Staff should be aware that the allegation may result in a criminal investigation, therefore ensure that you don't affect the investigation by putting words into the child's mouth. Let the child tell their story uninterrupted with as little prompting as possible. There is a disclosure form in nursery, or on the **WSCP website** to use. **https://www.wakefieldscp.org.uk/**
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault.
- Ensure that the child is safe and not left on their own; make no promises that cannot be kept such as telling them you will tell no one about what they have said.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the nursery manager or DSL and will be referred to the local authority children's social care team [MASH] immediately, following our reporting procedures.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure, location
- Exact words spoken by the child (word for word) and non-verbal communication.
- Exact position and type of any injuries or marks seen.
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time.
- Any discussion held with the parent(s) (where deemed appropriate).
- The DSL will then contact SCD for advice and support to determine if a referral is required, in all cases. Parents will be notified about this consultation with SCD as soon as is possible., unless advised that this will put the child at risk of significant harm by SCD [MASH]
- SCD must be contacted in the Authority where the child lives.

These records should be signed by the person reporting this and the **DSL**, dated and kept in a separate confidential file. The information should be recorded on a safeguarding concern form, once CPOMS is in place for all staff information should be recorded on this system, this may include scanning written documents on to the child's file. The DSL will carry out monthly audits of the files and monitor any ongoing concerns.

If the child is already subject to a plan the social worker/ lead professional will be contacted. If they are unavailable, then the duty social worker should be contacted on **0345 8 8503503**

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately. It is not the nursery's role to investigate, it is the role of statutory services to complete this.

Staff involved in a safeguarding case may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child, or member of staff. Under no circumstances should any comments go on social media.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the local authority children's social care team/police does not allow this to happen. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the local authority. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter. Information will be shared with others on a 'need to know basis', however the overriding principle is the safety of the child, it is better to share the information with statutory services than not where concerns about a child's safety exist.

Where a number of concerns have been raised the DSL will open a file in line with the **recording procedure**. Parents will be informed that this file exists and can have access to this file; however, any third party information should be removed. The file will be stored in a locked filling cabinet and information stored on a computer will be password protected. When a child leaves nursery their records will be archived and securely stored until the child reaches 25 years of age, or longer if needed.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)[2]. These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

If outside agencies contact to discuss a child, you are to ask for their name, contact number and job role and that you will call them back. You will then pass this information on to a DSL who will contact them for further information. If you are to take a call on the absence of the DSL you are to only ask

2 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

for the relevant information above and that the DSL will contact when back on site. If the call is an emergency you are to contact DSL immediately.

Support to families and children

The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

The nursery recognises that children who have been abused or witnessed violence may find it difficult to develop a sense of worth or view the world in a positive way. Their behaviour may be challenging and difficult to handle or they may exhibit other behaviours such as sexualised behaviour. These children to need to experience a sensitive and consistent approach and the behaviour management co-ordinator will need to put a behaviour management plan in place to support the child and the staff working with the child. Staff should follow the behaviour management policy to ensure that a positive secure environment is provided and a curriculum which encourages confidence and self-esteem. Staff should also refer to the children's well-being policy.

Record Keeping

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the local authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Allegations against adults working or volunteering with children.

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

An allegation against a member of staff/student/volunteer/supply staff or any other person may relate to a person who has:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation, then this should be reported to the ***directors/*registered person/*DSL/*deputy manager** instead.

We will follow our own local safeguarding partner's website information about how to report an allegation and we would also inform Ofsted immediately in order for this to be investigated by the appropriate bodies promptly. These can be found on the wakefield.gov.uk website or https://www.wakefieldscp.org.uk/<http://westyorkscb.proceduresonline.com>

This includes:

- If as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly.
- The **LADO on 01977 727032 Jan Tilson** will be informed immediately for advice and guidance, the nurseries EYIO will also be notified. LADO must be informed within 1 working day.
- A full investigation will be carried out by, supported by guidance from LADO and Ofsted, to determine how this will be handled.
- The Early years team at Wakefield council should also be informed
- The nursery will follow all instructions from LADO and Ofsted and ask all staff members to do the same and co-operate where required.
- Support will be provided to all those involved in an allegation throughout the investigation in line with LADO support and advice.
- We will notify our insurance provider with any outcomes of an investigation
- The nursery reserves the right to suspend any member of staff during an investigation, Legal advice will be sought to ensure compliance with the law.
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities.
- Founded allegations will be passed on to the relevant organisations including LADO and where an offence is believed to have been committed, the police will also be informed.
- Founded allegations will be dealt with as gross misconduct in accordance with our disciplinary procedures and may result in the termination of employment, Ofsted will be notified immediately of this decision along with notifying the Disclosure and Barring Service (DBS) to ensure their records are updated.
- All safeguarding records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation.
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry.
- Unfounded allegations will result in all rights being reinstated.
- A return-to-work plan will be put in place for any member of staff returning to work after an allegation has been deemed unfounded. Individual support will be offered to meet the needs of the individual staff member and the nature of the incident; this may include more frequent supervision, coaching and mentoring and external support.

Local Authority Designated Officer (LADO) Findings

Following a referral to the Local Authority Designated Officer (LADO), allegations will be investigated and categorised using one of the following outcomes:

- **Substantiated**
  There is sufficient identifiable evidence to prove the allegation.
- **False**
  There is sufficient evidence to disprove the allegation.
- **Malicious**
  There is clear evidence that the allegation was deliberately fabricated or intended to deceive.
- **Unfounded**
  There is no evidence or proper basis to support the allegation being made. This may indicate that the person making the allegation misinterpreted the incident, was mistaken about what they observed, or was not aware of all relevant circumstances.
- **Unsubstantiated**
  There is insufficient evidence to either prove or disprove the allegation. This outcome does not imply guilt or innocence.

All outcomes will be recorded appropriately and managed in line with statutory guidance, organisational procedures, and relevant employment or disciplinary processes.

All staff working with children must inform their managers immediately if they are subject to a criminal conviction, caution, police enquiry or pending prosecution. This will be considered within the context of the duties of the post held and is essential in helping to safeguard the safety of children.

Safe staff - general principals

The abuse of children can arouse many difficult feelings for staff, and it is recognised that staff can be at different stages in their understanding and awareness. All staff who are experiencing difficulties will receive support through formal and informal supervision sessions if needed and further training and development.

All children need physical comfort at times, and it would be inappropriate to deny children this if they require it. However, any physical contact should be 'child led' and appropriate to the child's needs e.g. if they have had an accident and need comfort, separating from a parent or are ill or distressed. No staff member should seek comfort from a child to meet their own needs. Comfort should be in the form of hugs, holding hands and sitting on an adult knee. For a variety of reasons some children may find being touched uncomfortable or distressing, it is important that staff are sensitive to a child's reaction and act appropriately. Staff need to be aware that children who have been sexually abused may exhibit sexualised forms of behaviour such as seeking over familiar contact with adults and children and excessive masturbation. Staff will need to be sensitive to the needs of all children in this situation and can be offered training and support in order to handle incidents appropriately.

In relation to the above, staff need to ensure that they do not place themselves in vulnerable situations. It must also be recognised that children are abused in institutions such as schools and

nurseries etc, to address the vulnerability of staff and children the nursery will operate the following procedures:

- When children need their clothes changing due to them soiling, wetting or becoming wet during messy activities, staff will ensure that another staff member knows they are about to undertake the task and students and volunteers will not be asked to do this.
- The door to the bathroom/changing area will not be fully closed whilst remaining a child's privacy.
- A record will be kept of nappy changing on the **nappy changing record** and parents *will be informed of this via the child's daily journal where these are in place.
- If nappy cream needs applying, staff should check that the child has a permission form signed by the parent for this and then it should be recorded as above, and parents notified that it has been applied.
- If staff notice bruises or marks on a child, they should refer this to a senior member of staff [ensuring 2 members of staff have seen the marks/ bruises] the incident should then be recorded on an existing injury form and appropriate action taken.
- Staff must not compromise their relationship with vulnerable service users by pursuing conflicts of interest such as unprofessional, emotional, or physical interaction and/or sexual interaction.
- Any behaviour or action on the part of the staff working with children should be open to scrutiny. Consequently, any behaviour or action which involves secrecy is almost certainly inappropriate and is likely to constitute serious misconduct.
- If any staff member has difficulty enforcing or maintaining appropriate boundaries in terms of their relationship with a client /service user because of the actions or responses of the client/service user, the issue should be referred to the staff's line manager immediately to allow appropriate action to be taken and recorded
- We appreciate that children can fall to sleep on their way to nursery however we do not accept sleeping children this is to protect our staff and to make sure children are safe in our care.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day, so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established, then we would assess if a home visit is required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities in order to them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

Looked after children.
As part of our safeguarding practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this, we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- The details of the child's social worker and any other support agencies involved.
- Any child protection plan or care plan in place for the child in question.

Designated Safeguarding Lead
We have named persons within the nursery who take lead responsibility for safeguarding and co-ordinate child protection and welfare issues, known as the Designated Safeguarding Leads (DSL), there is always at least one designated person on duty during the opening hours of the setting. The designated persons will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The nursery DSL's liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge of the staff team with regular safeguarding updates.

The Designated Safeguarding Leads (DSL) at the nursery are **Amanda Barrett. Nicola Bakrer and Lindsay Brooks**

The role of the Designated Safeguarding Lead:

Ensure that the settings safeguarding policy and procedures are reviewed and developed in line with current guidance; and develop staff understanding of the settings safeguarding policies.

- Take the lead on responding to information from the staff team relating to child protection concerns.
- Provide advice, support and guidance on an on-going basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse.
- To help staff to ensure the right support is provided to families.
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS statutory requirements.
- To ensure policies are in line with the local safeguarding procedures and details.
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices.
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept.
- Attend meetings with the child's key person where possible
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

- The DSL will take regard of the Multi-agency Continuum of need document and use this document to guide them in determining the level of action to take to support children and families, and keep children safe from harm. **https://www.wakefieldscp.org.uk/continuum-of-need/**
- Ofsted should be informed of any serious incident which includes safeguarding using the online form on the Ofsted website or calling **03001231231.**

Early help services- When a child and/or family would benefit from support but do not meet the threshold for Local Authority Social Care Team, a discussion will take place with the family around early help services. Early help provides support as soon as a concern/area of need emerges, helping to improve outcomes and prevent escalation onto local authority services. Sometimes concerns about a child may not be of a safeguarding nature and relate more to their individual family circumstances. The nursery will work in partnership with parents/carers to identify any early help services that would benefit your child or your individual circumstances, with your consent, this may include family support, foodbank support, counselling or parenting services.
WFTPomfretFamilyHub@wakefield.gov.uk 01977 722644

Whistleblowing
By accessing the online procedures at <http://westyorkscb.proceduresonline.com> more information on whistleblowing is available. Advice line number 0800 0280285
All staff are able to disclose information about other staff that they feel is relevant to protect children and keep them safe from harm. This is called whistleblowing. The policy can be found in the policy file in the office. All staff also receive this along with the staff handbook on induction.

Where a staff member feels unable to raise an issue with their employer, or board of directors or feels that their genuine concerns are not being addressed, they should use the other channels open to them:

NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends.
The email address is: help@nspcc.org.uk.
Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.
Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - GOV.UK (www.gov.uk).
General guidance on whistleblowing can be found via: Whistleblowing for employees.
(See Whistleblowing policy)

Use of cameras and mobile phones

This refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.

We promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff or visitors to use personal mobile phones, smartwatches and/or fitness watches during working hours, these are kept in a clear box in the office and marked against the visitors log where needed.

We use mobile phones supplied by the nursery only to provide a means of contact in certain circumstances, such as outings.

Staff may use the nursery camera or nursery tablet only for taking photographs of children; these photographs can only be taken with parental consent which can be found on the blossom app.

Staff must check that parents have given permission when using photographs for publicity materials or sharing with parents via the Blossom app. This app has software that will not allow staff to share photos unless parents have given permission. These photographs must only be downloaded on to the nursery computer and stored securely and password protected, they will only be kept for a maximum of 6 months after the date taken. The camera or memory card and tablets should be locked away when not in use.

Parents will be encouraged not to take photographs of their children in nursery, or at events such as Christmas concerts. It will be stressed to parents that images of any child other than their own must not be put on social media, and no pictures of children should be shared on the nursery open Facebook page by parents or staff. This includes downloading photographs from the Blossom app. Staff will take pictures and parents can ask for a copy only if it is an individual picture of their child. Pictures can be displayed in nursery.

Parents must not be sent digital images electronically. Photographs will be added to the closed parent group on Facebook where the parents have given their permission for this.

Staff, students, and volunteers must not use personal mobile phones whilst in nursery. They should remain in the office in the allocated box and only used on breaks and lunchtimes. Visitors and contractors will follow policy whist on the nursery site, this includes parents when in the nursery premises on visits not when collecting but are reminded during collection and drop off points we are a no mobile setting. We understand that some contractors and other visitors may need to use their phone on site, if that is the case they are always supervised, reminded of the policy and to apply stickers over rear and forward facing cameras (This is for special circumstances and only when a task cannot be completed without use of technology). If visitors refuse to abide to these rules, they will be removed from site.

Parents/carers are kindly asked to refrain from using their mobile telephones whilst in the nursery or when collecting or dropping off their children. We will ask any parents/carers using their phone inside the nursery premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents/carers are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the nursery.

Providers may find it helpful to read **'Safeguarding children and protecting professionals in early years settings: online safety considerations'.**

Online safety – the children do not have access to the internet on any device in nursery. For exceptions to this, staff will remain in charge of the devices and children will not be left unsupervised.

This policy was adopted on	Signed on behalf of the nursery	Date for review
28.10.2026	*A BARRETT*	*28.10.2027*